WELCOME

**Introduction of Trainer
Introduction of Class
Housekeeping Details
Agenda**

CAPS Training Agenda

I.   WELCOME
      A.   Introduction of Trainer and Guest Speakers
      B.   Introduction of Class Participants
      C.   Housekeeping Details
      D.   Agenda

II.   SYSTEM OVERVIEW
      A.   Security
      B.   Accessing and exiting the system
                Explain training database/logon ID's
                Password Maintenance
      C.   Keyboard Functionality
      D.   Online Help Resources
                Help Desk
      E.   Screen Functions
                Fast Path
                Messages/Screen Headings
                List/Detail concept
      F.   Menus

III.   PERSON AND CLIENT INFORMATION

PERS	Person Search
PERL	Person List
PERD	Person Detail
CPHL	Client Placement History List
AXED	Assignments/Transfers Detail
WMSG	Warning Message
CSLL	Caseload List

EXERCISE

CLID	Client Detail
ADDL	Address List
ADDD	Address Detail
RELL	Relationship List
RELD	Relationship Detail
EDHL	Educational History List
EMPL	Employment History
SPND	Special Needs Detail
CRTL	Court List
CRTD	Court Detail
ACTL	Activity List
ACTD	Activity Detail
ACT2	Activity Detail 2

EXERCISE

IV.   ASSESSMENTS AND REVIEWS
       IARL   Initial Assessment and Review List
       IARD   Initial Assessment and Review Detail
EXERCISE

V.   SERVICES
       PROS   Provider Search
       PROL   Provider List
       SERL   Services List
       SERN   Services Detail Non-Payable
       BSAS   Building Skills Plan Summary
       BSAE   Building Skills Evaluation
EXERCISE

VI.   MAINTENANCE SCREENS
       ALER   Alerts
       AKAD   Person Name AKA Detail
       USMD   User Maintenance Detail
       USML   User Maintenance List
       STFL   Staff List
EXERCISE

       Notes and Document Generation Processes
       D108 – Activity Report
EXERCISE

VII.   NYTD SURVEY
       Login Procedures
       Password Procedures
       Survey Questions and Help
       Administrative Reports